

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2467

Page 1 of 1

Agency: Maryland Department of the Environment/ Waste Management Administration
Division/Unit -Lead Surveillance & Registration Division- Lead Surveillance Section

Item No.	Description	Retention
1.	<p>This schedule supersedes Schedule Number 1271 dated 9/4/91 and Schedule Number 1477 dated 11/18/92.</p> <p>LEAD POISONING PREVENTION COMMISSION FILES This file series contains the official minutes of meetings of the Lead Poisoning Prevention Commission and its subcommittees, reports submitted to the Governor, General Assembly and Departmental Secretaries. Also included is various correspondence pertaining to work of the Commission.</p>	Retain permanently for eventual transfer to the Maryland State Archives.
2.	<p>CASE MANAGEMENT OF LEAD POISONED CHILD AND ADULT FILES This file series contains events related to case management and environmental investigations of lead poisoned children and adults, lead abatements, and any other information pertaining to a lead poisoned person.</p>	Retain permanently for eventual transfer to the Maryland State Archives.
3.	<p>CHILD AND ADULT BLOOD LEAD REGISTRIES This file series contains hard copies, diskettes, and electronic records of confidential blood lead laboratory reports received from public and private laboratories</p>	Retain hard copies and diskettes in a locked cabinet for 3 years and then destroy. Retain electronic records in a secure network for 3 years and then destroy.

Scheduled Approved by Department, Agency,
or Division Representative.

Date 8/2/09

Signature Alvin Bowles

Typed Name: Alvin Bowles

Title: Environmental Program Manager

Schedule Authorized by State Archivist

Date 31 Jan 09

Signature Edward C. Thompson